

Instructions for using the Home Safety Survey Access Program, Version 1.0

Note: This program requires Access 2000.

1. Copy the file onto your hard drive.
2. Open the program in Access. You will see a Main Menu screen.
3. Under Data Entry Procedures:
 - Click on “Control Information”. Enter the dates that your surveys cover. Enter the reservation that you are entering data for. The dates and reservation will automatically appear under Report Date Selection section of Main Menu. The reservation name will automatically be inserted into the survey data form described later. Click on “Save and Close”.
 - **Note:** you must enter this information every time you run the program.
4. Data Entry Procedures:
 - Under Data Entry Procedures:
 - Click on “Home Safety Survey Entry” button
 - You will see a screen with blanks and drop-down boxes.
 - The Auto Number field automatically sets numbers for the records (1, 2, 3, etc.)—you will not make an entry here
 - Enter the appropriate information in the blank boxes (numbers or letters)
 - There are two drop-down boxes: 1) Reservation (automatically entered when you went into the “Control Information” button on the Main Menu) and 2) Dwelling Type (select Apartment, Single-Family Home or Multi-Family Home), you can simply key in the first letter for each of these selections or select from the drop down box by hitting the triangle symbol.
 - When you are finished with entering data for that record click on this symbol at the bottom left of the form * This will take you into the blank form for the next record. You will notice that the record number by this symbol changes as you add a new record.
 - If you want to move between forms, click on either the ◀ or ▶ symbols at the bottom left of the form.
 - When finished entering your records, hit the “Save” icon at the top left of the screen.
 - Hit the x in the square box at the top right of the data entry screen to take you back into the Main Menu. (Not the x at the very top of the screen—this will close the entire program!).
5. Data Analysis:
 - If you want to look at records for a time period other than what you entered in the “Control Information” box at the beginning of the session, click on this box, and enter the new date range for which you want to analyze data.

- Under “Report and Query Procedures”, there are 4 buttons for different types of reports that you can do to analyze your data:
 - *Demographics Tally Summary*—basic characteristics of the homes, number of homes with high-risk age groups present, type of heat source, etc.
 - *Fire History Summary*—compiles data on number of homes that have experienced fires, what caused the fires, whether the smoke detector sounded, etc.
 - *Smoke Detector Summary*—compiles data on smoke detector presence and operability, reasons why smoke detectors were disconnected, etc.
 - *Fire Extinguisher Summary*—compiles data on whether fire extinguishers were present, charged properly, etc.
 - These reports may be printed or exported into Word or other documents.
 - To close the report screen, hit the **x** in the square box at the top right of the report (not the **x** at the very top of the screen—this will close the entire program!).
6. Ending the session:
- To end your session, simply hit the Stop Sign icon at the bottom left of the Main Menu screen.

Questions? Contact your Area Injury Prevention Specialist, or Diana Kuklinski,
218-759-3383